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## JOB VACANCY

Job title: **Janitor**

Organisation: Cleobury Mortimer Town Council

Salary: NJC Scale Point 4 - £25,185 (pro-rata) for 2025-26 = £13.05 per hour (rate review pending for 2026-27).

Closing date: Friday 17<sup>th</sup> April 2026 at 4pm

### SUMMARY

Cleobury Mortimer is a market town on the Shropshire/Worcestershire border with a population of around 3,300 residents. It is well-known for its community spirit and the politically independent Town Councillors who serve the community. The Town Council is responsible for a number of community assets including the Playing Field, Queen Elizabeth II Park, Love Lane Play Area, Cleobury Cemetery, Public Toilets, the Wells and three bus shelters on the main road.

We are looking for a Janitor for the Public Toilets on Childe Road. Your duties will include the following: cleaning the toilets five days per week, including topping up supplies, safety checks and general maintenance of the building and surroundings plus any other work as directed by the Town Clerk/Deputy Town Clerk. The Janitor will also support the roles of the Maintenance Assistants when required, i.e. to cover holiday leave. The successful candidate will be required to work within the context of the current Health & Safety legislation, and to ensure that all risk assessments and safety checks are carried out as per guidance from the Town Clerk and the Deputy Town Clerk. They will work within an agreed cleaning/maintenance schedule under the supervision of the Town Clerk/Deputy Town Clerk to ensure that a safe, clean and tidy environment is provided for the community. This will be reviewed on a regular basis, dependent on the needs of the Community.

The position of Janitor is part-time (5 hours per week) but there will be additional hours on an occasional basis due to holiday cover and assisting with some additional seasonal projects or larger maintenance projects. The role is flexible with working hours expected of one hour per day, each day from Monday to Friday. There will be occasional weekend work – for special community occasions, assisting with Town Council events, projects or emergency work. The role will be subject to a 6-month probationary period.

Health and Safety, First Aid, CoSHH, Manual Handling and other necessary training will be provided.

Personal Protective Equipment and some workwear will be provided.

**The successful candidate will have a record of being a team player, but also be able to show initiative and motivation, have knowledge and experience of cleaning, general maintenance and working in an outdoor environment.** The successful candidate will have the ability to relate to, and communicate with staff, councillors, members of the public and external agencies, along with the ability to demonstrate initiative, self-motivation and good problem-solving skills when faced with challenging situations.

In addition to the above salary, the successful applicant may join the contributory pension scheme and will benefit from 28 days (pro-rata) holiday per year.

Interviews will take place in Cleobury Mortimer week commencing Monday 27<sup>th</sup> April 2026.

A full job description is available on the Town Council website [www.cleobury.org.uk](http://www.cleobury.org.uk).

To apply, please email your CV and a covering letter to [council@cleobury.org.uk](mailto:council@cleobury.org.uk) or in writing to the Town Clerk, Cleobury Mortimer Town Council, Office 3, The Market Hall, Church Street, Cleobury Mortimer, Kidderminster, Worcs, DY14 8PE no later than 4pm on Friday 17<sup>th</sup> April 2026.